



Dealer Hours Requirement

Senate Bill 128 of 2021 changed the existing processes for dealer hours requirements for A and B dealers. The most notable changes include:

- At least 15 hours of the required 30 hours must be between the hours of 8 a.m. and 5 p.m., Monday through Friday.
- A dealer may change hours to less than 30 hours per week for up to 4 weeks per year if the dealer notifies the department at least 7 days prior to the change.
- The department must waive the 7-day notification for “good cause, including, but not limited to, a medical emergency or other extenuating circumstances.”

As of Jan. 19, 2022, e-Services has been updated to reflect the new requirements. This document explores the changes dealers will see on e-Services. The biggest change you will see is the ability to add midday breaks to your business hours.

Adding Midday Breaks

Dealers can now report their midday breaks to the department. Dealers should indicate their midday breaks, so department agents do not schedule inspections during those times.

To add a midday break:

1. Select the **More...** hyperlink from the Account panel on the e-Services homepage.
2. Select the **Update Business Hours** hyperlink under the Information section.
3. The Dealer Business Hours activity opens. Select the **Next** button.
4. Select the **Yes** button to indicate the business hours have changed.
5. Select the **Yes** option to indicate you would like to add a midday break.
6. Enter in the midday break for each day it applies. At the bottom of the activity, the **total hours open** and **total hours open between 8 a.m. – 5 p.m., Monday through Friday**, is displayed.
 - a. **Note:** Dealers must be open at least 30 hours a week with 15 of those 30 hours being between 8 a.m. – 5 p.m., Monday through Friday. Otherwise, an error appears.
 - b. **Note:** Midday breaks do not count towards the business hours requirements.



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Dealer Business Hours

Schedule

Getting Started

Hours

Hours

Have your business hours changed?

☒ The total number of open hours meets the 30 hour minimum

☒ The total number of open hours between 8 AM and 5 PM Monday through Friday meets the 15 hour minimum

☐ Do you close midday for lunch or another type of break?

	Day of the Week		Open Time	Midday Close	Midday Reopen	Close Time	Hours
SUN	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00
MON	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00
TUE	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00
WED	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00
THU	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00
FRI	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00
SAT	<input type="text" value="Open"/>	<input type="text" value="Closed"/>	07:00 AM	12:00 PM	01:00 PM	05:00 PM	9.00

Total Hours Open: 63.00

Total Hours Open 8-5 Mon-Fri: 40.00

Cancel

< Previous

Next >

7. Select the **Next** button.
8. Review the summary and then select the **Submit** button.